

**Title:** Legal Assistant

**Department:** Kalamazoo Legal Team

**Reports To:** Staff Attorney in Kalamazoo

**FLSA Status:** Full-Time 40 hours/ week, non-exempt



**Job summary:**

The Justice for Our Neighbors Michigan (JFON-MI) Legal Assistant's role is to provide case support to the Staff Attorney on a wide variety of humanitarian and family-based immigration matters. The Legal Assistant prepares routine legal documents, coordinates client management procedures, and partners with the staff attorney on case planning and development. The Legal Assistant creates and maintains client files, screens clients, coordinates client scheduling, and assists with communications with clients.

**Essential Job Functions:**

- Assist JFON Staff Attorney with USCIS form preparation, immigration court filings, and client interviews
- Maintain open client files and update the case-tracking system
- Assist in the management of local immigration intake clinics including training volunteers and initial client screening
- Answer office phone, maintain voicemail, maintain phone logs, and record messages
- Schedule appointments for clinics and all client meetings
- Ensure that client communications and documents are interpreted and translated, using translators as needed
- Collect and process incoming mail
- Additional office administrative and community engagement responsibilities, as assigned

**Qualifications:**

Bachelor's degree in a related field or Associate's degree with Paralegal Certificate and one year of relevant work experience strongly preferred. **Fluency in Spanish and English, required.** Applicant must have strong organizational skills, verbal, written, and interpersonal skills and a high degree of accuracy and attention to detail. Abilities to multi-task, think creatively, set priorities, work collaboratively under pressure, and meet deadlines are essential. The Legal Assistant should have a strong commitment to public interest law and to the enfranchisement and empowerment of newcomer immigrant communities. General knowledge of immigration or nationality law is preferred. Demonstrated cultural competency and capacity to work effectively with diverse, underrepresented, and/or vulnerable populations required. Occasional evening or weekend hours to accommodate client needs and schedules will be expected on as-needed basis. Occasional travel within Michigan may be required. Candidates with ties to and/or a demonstrated commitment to Southwestern Michigan a plus.

**Benefits:**

Salary is \$17 per hour for 40 hours a week. Health, dental, vision, life, and long term disability insurances, Simple IRA, paid time off, and paid holidays are included.

**Physical/Mental Demands Required:**

Primarily sedentary work requiring the ability to lift/carry a maximum of 25 pounds; physical requirements include frequent bending, standing, walking; continuous ability for speech communication and hearing in order to communicate with other JFON employees and the public, vision for reading, recording and interpreting information, and ability to sit for long hours at a time. Mental demands require continuous ability for both oral and written communication; frequent problem solving and concentration; and occasional analytical ability and creativity. Frequent hand/eye coordination to operate personal computer and office equipment.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**To Apply:**

Submit your resume and cover letter by email to [admin@jfonmi.org](mailto:admin@jfonmi.org) with "Legal Assistant" in the subject line by **Wednesday, January 27, 2021**.

**Justice for Our Neighbors non-discrimination policy:**

The Board of Directors and Executive Director of JFON-MI will not discriminate against any employee or applicant in a manner that violates the law. JFON-MI is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, family responsibilities, matriculation, or any other characteristic protected under federal, state or local law.

Posted 1/15/21

Applications submitted by 1/27/21